



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
US ARMY RESOURCES AND PROGRAMS AGENCY
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HUMAN RESOURCE
MANAGEMENT DIRECTORATE

JDRP-HR

27 January 2003

MEMORANDUM FOR Activities Serviced by Headquarters, Department of the Army
(HQDA) Civilian Personnel Advisory Center (CPAC) (Formerly Personnel and
Employment Service-Washington)

SUBJECT: Update #1—Modern to Modern (M2M) Transition—Personnel Action
Processing

1. Reference my memorandum of 15 January 2003, subject: Modern to Modern (M2M) Transition—Personnel Action Processing (enclosed).
2. This update provides a revised date for Modern system availability, a revised later cutoff date for the submission of Requests for Personnel Action (RPA) affecting pay with a proposed effective date of 9 February 2003, and additional guidance on cutoff dates for the submission of RPAs with a proposed effective date of 23 February 2003.
3. The system downtime period for the M2M transfer is from close of business Friday, 21 February 2003 to close of business Thursday, 6 March 2003. However, full system availability to end users, managers, and Civilian Personnel Advisory Centers (CPAC) will not occur until Monday, 10 March 2003. The system will be available to Civilian Personnel Operations Centers (CPOC) only beginning close of business 6 March 2003 through 9 March 2003.
4. The revised cutoff date for the submission of RPAs affecting pay (accessions, promotions (temporary and permanent), changes to lower grade, and position actions (e.g., position reviews)) with a proposed effective date of **9 February 2003** has been extended to 29 January 2003. The cutoff date for non-pay actions remains 31 January 2003.
5. We are still encouraged to limit the submission of RPAs with an effective date of **23 February 2003** due to the short window for processing and timekeeping purposes. However, if there are RPAs that must be submitted with that effective date, the following additional guidance is provided:
 - 7 February 2003 – Cutoff date for activities to submit RPAs affecting pay (accessions, promotions (temporary and permanent), changes to lower grade, and position actions (e.g., position reviews))

- 14 February 2003 – Cutoff date for activities to submit routine RPAs (awards, non-pay actions, and extensions of temporary actions)

6. We are still awaiting guidance on the submission of emergency actions. Further guidance will be provided when received. Also, please be reminded that any RPA that remains in a manager or resource manager in-box in Modern as of close of business 21 February 2003 will have to be recreated by the activity after the "blackout" period. Therefore, you are encouraged to forward to the Northeast CPOC by the cutoff dates outlined above RPAs that are complete, accurate, and ready to be processed.

7. For questions or assistance, please contact your servicing CPAC specialist.

Encl


Sherri Vauls Ward
Director



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15 January 2003

MEMORANDUM FOR Activities Serviced by Headquarters, Department of the Army (HQDA) Civilian Personnel Advisory Center (CPAC) (Formerly Personnel and Employment Service-Washington)

SUBJECT: Modern to Modern (M2M) Transition—Personnel Action Processing

1. The Department of the Army will centralize Modern Defense Civilian Personnel Data Systems throughout the Continental United States beginning close of business Friday, 21 February 2003. As a result, there will be a "blackout" period from close of business 21 February 2003 through close of business 6 March 2003 when Modern will be unavailable to users for inputting and processing personnel actions. The "blackout" period impacts actions being processed for the pay periods beginning 9 February and 23 February 2003.

2. The following highlights the critical dates for activities to submit Requests for Personnel Actions (RPA) with a proposed effective date of **9 February 2003**:

- 24 January 2003 – Cutoff date for activities to submit RPAs affecting pay (accessions, promotions, changes to lower grade, and position changes)
- 31 January 2003 – Cutoff date for activities to submit routine RPAs (awards, non-pay actions, and extensions of temporary actions)

3. We have been encouraged to limit the submission and processing of actions with an effective date of **23 February 2003**. RPAs with an effective date for pay period of 23 February 2003 will not be processed until the new database is operational.

4. The only actions that can be submitted during the "blackout" period are true emergencies and must be coordinated with the HQDA Civilian Personnel Advisory Center (CPAC). Specific guidance on preparing emergency actions will be forthcoming. The following are considered true emergency actions:

- death
- removal
- extensions of appointments
- emergency accessions required for critical military, life and safety missions.




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5. Any RPA that remains in a manager or resource manager in-box in Modern as of close of business 21 February 2003 will have to be recreated by the activity after the "blackout" period. Therefore, you are encouraged to forward to the Northeast Civilian Personnel Operations Center (NECPOC) RPAs that are complete, accurate and ready to be processed. RPAs must have the appropriate documentation e.g., Gatekeeper Checklist, FASCLASS position description, etc. It is important that RPA documentation be accurate since work such as preparing vacancy announcements and classifying positions will continue during the blackout period. These RPAs should be submitted as soon as possible, but prior to close of business on 21 February 2003. Normal business practices apply to all RPAs forwarded to the NECPOC, i.e., incomplete RPAs will be returned. The only exception will be RPAs that the NECPOC is unable to review prior to the blackout period. If the NECPOC is unable to review the action for completeness and accuracy prior to the blackout period, the action will be retained at the CPOC until Modern becomes available. However, once Modern is operational, actions which are incomplete will be returned to the submitting official.

6. Activities should follow RPA Direct procedures for routing RPAs to the NECPOC. Your servicing CPAC specialist is readily available to assist you.

7. The successful implementation of the aforementioned guidelines will assist in the M2M transition. We regret any inconvenience.


for Sherri Vauls Ward
Director